

**Productive Living Board Mini Grant Opportunity
May 4, 2021**

In an effort to identify and address community needs and to support emerging needs of people with intellectual and developmental disabilities (IDD) and the local agencies that support them, the Productive Living Board (PLB) is providing a Mini Grant opportunity.

Mini Grant requests will be accepted from agencies that do not currently receive funding from PLB. Requests may be for a variety of needs including emergency funding, capital funding or other one-time funding needs that are time-limited and specific. Agencies may request up to \$15,000 through June 30, 2022. While requests for funding can be made throughout the year, availability of funding is not guaranteed.

Eligible agencies are not-for-profit corporations, governmental entities, and for-profit agencies recognized by the state of Missouri. Projects requested must align with the service guidelines provided in the Partner Funding Manual, which can be found on the PLB website.

Agencies located outside of St. Louis County may apply, but the project must be located in St. Louis County. If the project includes services to individuals, they must reside in St. Louis County.

To make a request:

1. A letter of intent is required to determine if the agency will be invited to submit a full request for funding. The letter must include:
 - Brief description of the project
 - Identification of the needs or issues that will be addressed by the project
 - Specific description of how requested funds will be used
 - Goals for the project and anticipated impact on people with IDD
 - Timeline for implementation
 - Project budget with revenue and expenses

The complete Letter of Intent, including budget, should not exceed three pages. Requests that meet the above requirements will be provided to the Board in their entirety for review.

Letters of Intent should be emailed in PDF format to Kim Kopff, Director, Agency and Community Relations at kkopff@plboard.com. Questions regarding this opportunity should also be emailed to Kim Kopff.

2. If the Letter of Intent is accepted by the Board, agencies will be required to submit the information below via PLB's online portal.

- Certificate of Good Standing
- IRS Determination Letter
- IRS Form 990 (most recent)
- Certificate of Insurance*
- Board Resolution

* Insurance coverage requirements:

Indemnity	Minimum coverages
Commercial General Liability	\$1M per occurrence, \$2M per aggregate
Auto Liability (Bodily Injury, Property)	\$1M per occurrence
Employer Liability (Workers' Compensation)	\$500k per incident
Building and Personal Property	Replacement cost
Directors and Officers Liability	\$1M
Fidelity Bond or Crime	Minimum fidelity or crime insurance coverage limits should be equal to the PLB Funding Contract.
Agency may request a waiver of certain coverages that may not be applicable.	

3. If the above documents are accepted, the agency will be invited to submit a full request for funding via PLB's online portal. The Board will review the request and make a final funding determination.

The above process may change if the agency is currently funded by an Eastern Region Alliance partner.